

Michigan Department of Transportation  
Transportation Enhancement Program  
Instructions for Applicants

September 2004

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<b>Program Mission</b>
To improve the quality of life for Michigan citizens by providing funding and other assistance, creating and responding to opportunities to enhance Michigan's transportation system.
<b>Program Vision</b>
A multi-modal transportation system which is functional, safe, cost-effective, in harmony with its surroundings, environmentally sound and attractive.
<b>Program Goals</b>
<ul style="list-style-type: none"> <li>▪ Create partnerships with... <ul style="list-style-type: none"> <li>• federal, state and local government agencies</li> <li>• private for profit and non-profit organizations</li> </ul> </li> <li>...to promote and facilitate <ul style="list-style-type: none"> <li>• community preservation</li> <li>• sustainability and livability</li> <li>• economic development</li> <li>• protection of the human and natural environment</li> <li>• statewide and local tourism</li> </ul> </li> <li>▪ Ensure the maximum benefit of enhancement investments by identifying complimentary funding sources and securing their investment</li> <li>▪ Facilitate efficiency and effectiveness in project development and implementation, and the highest quality in project design and construction</li> <li>▪ Select projects for funding which support local, state and federal policies, plans and initiatives</li> <li>▪ Promote the integration of transportation enhancement activities in the strategic planning performed by transportation agencies</li> <li>▪ Support projects which best achieve the unique goals for each enhancement activity category</li> </ul>

## **A Message from the Transportation Economic Development and Enhancement Office**

August 18, 2004

It is my pleasure to provide you with this application instruction booklet for the Transportation Enhancement Activity (TE) program. The instructions in this booklet reflect the first major change in how we administer the TE program since we began 12 years ago. Our intention in revamping the program is to provide better customer service, streamline the selection and implementation of projects, and maintain the highest standard of quality in the projects we fund.

In the first 12 years of the TE program in Michigan we have awarded \$202,784,820 million in federal TE funds to implement 1151 projects. Adding to this the \$96,789,781 million in matching funding raised by our recipients from other sources, we've invested a total of just under \$300 million in enhancements to Michigan's transportation system, and benefits to the communities our system serves all across the state.

The TE program has made travel along our highways and byways more pleasant through projects that beautify the roadside. Downtown commercial districts have been spruced up, creating pleasant, walkable environments—attracting both new shoppers and new businesses to serve them.

The TE program has been the difference between the destruction of a treasured historic train depot or bridge and the restoration of that depot or bridge to its original splendor—to remind us of our past, while we enjoy it for its present use, and secure its survival into the future.

Through investments in sidewalks, bike lanes, multi-use trails, and rail trails, the TE program has put walking and bicycling as means of transportation back on the map. Communities have created networks of trails that provide residents and visitors a “car-less” means to meet some of their transportation needs—something especially important for young people, elderly people, disabled people, people who cannot afford a car, and people who choose—for whatever reason—not to use a car. All of those trips taken without cars help to reduce energy consumption, air and water pollution, and traffic congestion.

TE funding is a catalyst, creating partnerships among many state and local government and private organizations to develop a statewide network of trails—trails that not only serve the residents of the communities through which they pass, but also attract tourists to those communities and to the state. And trails are playing a key role in many other public initiatives, like creating “cool cities”, providing an opportunity to enhance personal health and fitness, and developing new safe and secure routes for children to school and around their neighborhoods.

As you read through these new TE program application instructions I'm hoping you'll decide that your community should become a partner with us in adding another quality of life asset to your area, and to this great state.

Sincerely,

Jacqueline G. Shinn, Administrator  
Office of Transportation Economic Development and Enhancement

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# 1 PROGRAM SUMMARY

## 1.1 ORIGINS

The Transportation Enhancement Activity program (TE) is a federal transportation funding source first enacted in 1991 as part of the Intermodal Surface Transportation Efficiency Act—ISTEA for short—reauthorizing federal transportation programs for fiscal years 1992 through 1997. The program is a 10 percent set-aside of the funds states receive from the federal Surface Transportation Program or STP. The STP is the primary source of federal funding for road building distributed to the states.

The TE program was re-enacted in 1998 for fiscal years 1998 through 2003 in reauthorization legislation entitled the Transportation Equity Act for the 21<sup>st</sup> Century, or TEA-21. Reauthorization legislation is under consideration in Congress for fiscal years 2004 and beyond. In the meantime, transportation programs are authorized via “continuing resolution” which simply extends the provisions and funding levels of TEA-21 to the date new authorization legislation is signed into law.

ISTEA and TEA-21 established new national transportation policy broadening the view of the transportation system to be developed with federal funding. New emphasis was given to a multi-modal approach to meeting the nation’s mobility needs. Accommodation of nonmotorized transportation in roadway corridors was encouraged. The non-transportation impacts of highway investments were given greater importance, and community involvement in decisions about the roads that serve them was strengthened.

The TE program reflects this new policy direction by earmarking a share of the STP to 12 specific activities that carry out these types of enhancements to the roadway network. These activity categories are discussed in detail after the next section which highlights key features of the TE program.

## 1.2 KEY PROGRAM FEATURES

**Application/Selection Process:** Applications may be submitted, anytime, by mail or via the Internet. Detailed instructions for completing the three page application form are found in Section 4, APPLICATION INSTRUCTIONS. The application review and project selection process involves several stages of activity, each of which brings a project one step closer to a funding award. These stages of project approval are summarized in TABLE 1.1, THE TE APPLICATION/SELECTION PROCESS. Details of this process are provided throughout this booklet.

<b>TABLE 1.1 THE TE APPLICATION/SELECTION PROCESS</b>		
<b>Process Stage</b>	<b>TE Program Action</b>	<b>Outcome for Applicant</b>
<b>Concept Approval</b>	Review project for eligibility and completeness.*	<b>Concept approval or disapproval.</b> With approval, project is included in pool of <u>applications eligible for funding</u> .
<b>Technical Approval</b>	Refer eligible project to MDOT category experts for technical review and scoring.*	<b>Technical approval or disapproval.</b> With approval, the project is included in the pool of <u>project candidates for funding</u> . Priority for funding is based upon 1) ranking among the projects in the pool, and 2, proposed project development schedule.
<b>Program Factors Review</b>	Apply MDOT TE program priorities, budget constraints, and other factors to the pool of candidate projects.*	<b>Program approval or disapproval.</b> With approval, inclusion in a group of <u>projects selected for announcement and issuance of a conditional funding commitment</u> .
<b>Conditional Funding Commitment</b>	Announce project selections and issue Conditional Funding Commitment (CFC) letters. The letter sets 1) conditions which must be met to receive a funding award, and 2) a target schedule for meeting the conditions. Typical conditions are <ul style="list-style-type: none"> <li>• completion of engineering design,</li> <li>• certification of possession of the property or right of way required, if any,</li> <li>• certification of matching funds commitment/availability.</li> </ul> Other conditions may be included.	<b>Authorization to proceed with engineering design, property or right of way certification, and funding commitment,</b> secure in the knowledge that these activities, when completed on an agreed-upon reasonable schedule, will result in a TE funding award.
<b>Funding Award</b>	Award funds when the terms of the CFC are met.	<b>Authorization to implement the project with TE funding.</b> With funding awarded, the applicant may enter a project agreement with MDOT and under its terms construct the project and bill and receive reimbursement of awarded funding.

\* More information may be requested of the applicant, if necessary.

**Eligible Applicants:** The following organizations are eligible to apply to MDOT for TE funding:

- “Act 51 agencies” (agencies which receive distributions of state and federal transportation revenues under P.A. 51 of the Public Acts of 1951 as amended — Michigan’s transportation enabling statute). Act 51 agencies include:
  - MDOT
  - County road commissions
  - Cities and villages
- Native American Tribes
- Federal agencies
- Other state departments
- Metropolitan Planning Organizations (for research, planning, and education)
- Transit agencies

**Sponsorship:** MDOT encourages organizations and agencies that are **not** eligible to apply for TE funding to collaborate with an appropriate eligible applicant agency as partners in planning, financing, developing and implementing TE projects. Counties, townships, private non-profit organizations, educational institutions, and other organizations are often the promoters/creators of eligible projects. MDOT encourages these and any other organizations seeking TE funding to sponsor their projects through an eligible applicant agency. (See Section 6, MDOT AS A PROJECT/APPLICANT PARTNER for specific information about the opportunities and potential advantages of partnering with **MDOT** on TE projects.)

**Match Requirement:** Federal law requires a minimum match of 20 percent of project cost. Matching funding may come from local governments, private for profit or non-profit corporations, foundations, individuals, and other federal fund sources (*except other federal transportation sources*). Cash match is the preferred form for the nonfederal share of project costs; however, in some instances, the value of real estate involved in a project may be used as match. (See Section 6, MATCHING FUNDS for more information.)

**Eligible Projects:** The TE program provides funding for 12 specific activities identified in the law. To be eligible for funding, projects must be

- One of the 12 activities
- Related to surface transportation

The 12 eligible activities are described in TABLE I.2, TE ACTIVITIES.



**TABLE I.2 TE ACTIVITIES**

**Provision of Facilities for Pedestrians and Bicycles**

New or reconstructed sidewalks, walkways, curb ramps, bike lane striping, wide paved shoulders, bike parking, bus racks, off-road trails, bike and pedestrian bridges and underpasses.

**Provision of Safety and Educational Activities for Pedestrians and Bicyclists**

Programs designed to encourage walking and bicycling by providing potential users with education and safety instruction through classes, pamphlets and signage.

**Acquisition of Scenic Easements and Scenic or Historic Sites**

Acquisition of scenic land easements, vistas and landscapes; purchase of buildings in historic districts or historic properties; preservation of farmland.

**Scenic or Historic Highway Programs (Including the Provision of Tourist and Welcome Center Facilities)**

Construction of turnouts, overlooks, visitor centers, viewing areas, designation signs and markers.

**Landscaping and Other Scenic Beautification**

Improvements such as street furniture, lighting, public art; landscaping along streets, historic highways, trails, interstates, waterfronts and gateways.

**Historic Preservation**

Preservation of buildings and facades in historic districts; restoration and reuse of historic buildings for transportation-related purposes; access improvements to historic sites and buildings.

**Rehabilitation and Operation of Historic Transportation Buildings, Structures or Facilities (Including Historic Railroad Facilities and Canals)**

Restoration of railroad depots, bus stations and lighthouses; rehabilitation of rail trestles, tunnels and bridges.

**Preservation of Abandoned Railway Corridors (Including the Conversion and Use thereof for Pedestrian or Bicycle Trails)**

Acquiring railroad rights-of-way; planning, designing and constructing multi-use trails; developing rail-with-trail projects; purchasing unused railroad property for reuse.

**Control and Removal of Outdoor Advertising**

Billboard inventories or removal of illegal and nonconforming billboards.

**Archaeological Planning and Research**

Research, preservation planning and interpretation; developing interpretive signs, exhibits and guides; inventories and surveys.

**Environmental Mitigation to Address Water Pollution Due to Highway Runoff or Reduce Vehicle-Caused Wildlife Mortality While Maintaining Habitat Connectivity**

Runoff pollution studies, soil erosion controls, detention and sediment basins, river clean-ups and wildlife crossings.

**Establishment of Transportation Museums**

Construction of transportation museums, including the conversion of railroad stations or historic properties to museums with transportation themes and exhibits or the purchase of transportation-related artifacts.

Table adapted from *Enhancing America's Communities: A Guide to Transportation Enhancements*, National Transportation Enhancement Clearinghouse (November 2002).

**MDOT Eligible Category Areas:** To simplify TE program administration, MDOT consolidates the 12 federal eligible activities under five category areas shown in TABLE 1.3. ACTIVITIES INCLUDED IN MDOT'S FIVE TE CATEGORY AREAS.

TABLE 1.3 ACTIVITIES INCLUDED IN MDOT'S FIVE TE CATEGORY AREAS	
MDOT Category Area	Federal Activity Numbers
Nonmotorized Transportation	1, 2, 8
Transportation Aesthetics	3, 4, 5, 9
Historic Preservation	6, 7, 10, 12
Water Quality	11 (first half)
Wildlife Mortality	11 (second half)

***What's next?***

*Section 2 of this booklet provides detailed information for each of MDOT's five TE category areas. Specifically, for each category Section 2 presents*

- *Detailed description of the types of projects eligible for funding,*
- *MDOT goals for projects in the category, and*
- *MDOT evaluation criteria for projects in the category.*

*Section 3 summarizes the technical guidelines and/or professional expertise required to develop TE projects in each category area.*

## **2 TE CATEGORIES: PROJECT TYPES, GOALS, EVALUATION CRITERIA**

The TE application form includes questions which establish how the proposed project fits within one or more of the project eligibility categories. In addition, applicants are asked to answer questions which indicate how well the proposed project:

- Accomplishes MDOT's TE activity category goals, and
- Meets MDOT's TE activity category evaluation criteria.

For each of the five TE activity categories, this section provides a list of eligible project types, category goals, and category evaluation criteria.

### **2.1 NONMOTORIZED TRANSPORTATION**

#### **Project Types:**

##### **Facilities for Pedestrians and Bicycles:**

- Paved shoulders four or more feet wide
- Curb lane width greater than 12 feet
- Bike lanes
- Pedestrian crosswalks, sidewalks
- Shared use paths 10 feet wide or greater
- Path/trail user amenities
- Grade separations
- Bicycle parking facilities
- Bicycle accommodations on public transportation

##### **Preservation of Abandoned Railroad Corridors (Including the Conversion and Use Thereof for Pedestrian or Bicycle Trails):**

- Acquisition of abandoned rail corridors
- Preparation of a rail corridor for nonmotorized use
- Development of a nonmotorized facility in a rail corridor

##### **Provision of Safety and Educational Activities for Pedestrians and Bicyclists:**

- Design, development, and/or implementation of materials and programs

#### **Nonmotorized Transportation Goals:**

- Increase nonmotorized travel by:
  - Promoting nonmotorized transportation as a complement and/or an alternative to other transportation modes.
  - Encouraging community plans that foster nonmotorized travel and the coordination of nonmotorized travel with other modes.
  - Providing transportation system continuity among nonmotorized facilities, and with other modes.
  - Recognizing the diversity of potential nonmotorized travelers and providing the variety of facilities necessary for safe nonmotorized travel.

- Making the nonmotorized system accessible to those who depend upon this system for mobility.
- Encouraging regional nonmotorized planning and coordination among governments and stakeholders.
- Preserve rail right-of-way in abandoned railroad corridors, and convert these corridors for trail use.
- Support statewide tourism, economic growth, and community (re)development.
- Improve the safety and security of nonmotorized travelers.

**TABLE 2.1 NONMOTORIZED TRANSPORTATION: TECHNICAL EVALUATION CRITERIA**

Technical Criteria	Explanation
Nonmotorized transportation needs addressed	<p>Potential transportation needs for a project include but are not limited to:</p> <ul style="list-style-type: none"> <li>Safety</li> <li>Network Connectivity</li> <li>Access to Destinations</li> <li>Level of Transportation Use</li> <li>Viable Alternative to Motorized Travel</li> <li>Filling Network Gaps</li> <li>Eliminating Barriers</li> </ul>
Effectiveness	<p>For facilities:</p> <ul style="list-style-type: none"> <li>How does the proposed project meet the need it is designed to address?</li> <li>What alternative solutions were considered?</li> <li>How does the proposed project contribute to a planned local, regional, or state network?</li> <li>Who are the potential user types, and how are they accommodated?</li> </ul> <p>For rail rights of way:</p> <ul style="list-style-type: none"> <li>What population centers and scenic, historic, and cultural features are served?</li> </ul> <p>For safety and education activities:</p> <ul style="list-style-type: none"> <li>How significant is the need addressed?</li> <li>Can the methods, findings, and products be transferred to other communities?</li> <li>What are the qualifications of the project staff?</li> <li>Is the project design feasible? Why is it the most effective means to achieve the desired outcome?</li> </ul>

## 2.2 TRANSPORTATION AESTHETICS

### Project Types:

#### **Acquisition of Scenic Easements and Scenic or Historic Sites:**

- Acquisition, protection, and/or improvement of a scenic view-shed

#### **Scenic or Historic Highway Programs (Including the Provision of Tourist and Welcome Center Facilities)—Michigan Heritage Routes:**

- Planning and development of an application for Heritage Route designation
- Enhancement of resources adjacent to the Heritage Route which contribute to its character
- Development of Heritage Route Tourist Information Centers

#### **Landscaping and Other Scenic Beautification:**

- Permanent landscape plantings
- Streetscapes including plantings, other landscape elements, and pedestrian amenities

#### **Control and Removal of Outdoor Advertising:**

- Projects which effectively accomplish this while complying with Michigan law

### **Transportation Aesthetics Goals:**

- Enhance, protect and preserve the visual and scenic quality of Michigan's communities and transportation facilities.
- Improve quality of life and economic progress by supporting statewide, regional and local tourism.
- Enhance the functionality of pedestrian facilities within the transportation corridor.
- Enhance the livability of Michigan's communities by supporting their aesthetic improvement goals.
- Support and promote the Michigan Heritage Route program.

**TABLE 2.2 TRANSPORTATION AESTHETICS: TECHNICAL EVALUATION CRITERIA**

Technical Criteria	Explanation
Intrinsic qualities of the site	For Scenic Acquisitions: Scenic attributes For Heritage Routes: Heritage attributes subject to improvement For Landscaping: Project location/visibility (to motorists, based on Annual Average Daily Traffic and seasonality; bicyclists)
Quality of the proposed project concept	Innovation/creativity in the design? How is the design complementary to other area beautification activities?
Impact on the surrounding area	For Scenic Acquisitions: How is the view-shed threatened by potential development? What magnitude of aesthetic improvement will result from the project? How, and to what degree will the improvement positively influence other aspects of the natural, cultural, economic environment?

## 2.3 HISTORIC PRESERVATION

### Project Types:

- Rehabilitation of historic bridges (including relocation and site preparation costs) for vehicle or pedestrian/bicycle use
- Rehabilitation of transportation related resources such as light houses, train depots, bus stations, interurban stations, etc.,
- Rehabilitation of historic properties located on designated Heritage Routes
- Historic period lighting and brick street installation within National Register listed historic districts
- Provision of tourist centers for designated Historic Heritage Routes
- Historic resource surveys and statewide or regional historic studies
- Archaeological planning and research
- Establishment of transportation museums
- Interpretation of historic or archeological sites
- Acquisition of historic or archaeological sites

### Historic Preservation Goals:

- Enhance historic districts listed on the National Register of Historic Places, locally-designated historic districts, Heritage Routes and National Heritage Areas.
- Encourage streetscape designs that meet the United States Secretary of the Interior's standards for rehabilitation.
- Establish and enhance the accessibility of transportation-related historic properties to the public.
- Promote transportation-related archaeological research and public education and outreach.

**TABLE 2.3 HISTORIC PRESERVATION: TECHNICAL EVALUATION CRITERIA**

Technical Criteria	Explanation
Quality of the proposed project concept	How does the proposed concept reflect appropriate federal and professional standards? Is the project feasible?
Project Impact	How does the project fit with ongoing historic preservation plans or initiatives in the area? What is the national, state, regional, and local significance of the site/facility? How will the proposed project improve public accessibility to a historic transportation resource? How does the proposed project incorporate interpretive materials?

## 2.4 WATER QUALITY

### Project Types:

- Research and development of models portraying the impact of highway runoff on receiving waters
- Comparative studies to evaluate the effectiveness of specific highway runoff control measures
- Experimentation to determine the efficacy of new and innovative pollution abatement measures
- Construction/implementation of abatement measures (detention, retention, infiltration, vegetation, wetland, etc.)

### Water Quality Goals:

- Promote projects that are part of larger plans or other ongoing activities.
- Educate and train officials and professionals on efficient and cost-effective control measures.
- Promote sound practices in protecting water quality.

TABLE 2.4 WATER QUALITY: TECHNICAL EVALUATION CRITERIA	
Technical Criteria	Explanation
Need	The extent of receiving-water quality impairment attributable to highway runoff. The severity of the impairment. Quality of evidence of impairment.
Quality of the project design concept	Evidence supporting potential effectiveness of proposed measures Engineering analysis basis for design Monitoring plan and final report
Effectiveness/impact	Number and size of land uses in the project area contributing to the impairment (agricultural, industrial, commercial, highway, etc.) Project area in proportion to the total drainage area Size of the receiving water drainage area



## 2.5 WILDLIFE MORTALITY

### Project Types:

- **Enhancement**—implement techniques which reduce net loss of wildlife by recruiting wildlife to, and enhancing habitat in close proximity to the highway right of way
- **Avoidance**—implement techniques that prevent wildlife from entering highway right of way, or allow passage across highway right of way without exposure to vehicles
- **Minimization**—implement techniques which reduce wildlife access to highway right of way, and allow more wildlife to cross without exposure to vehicles
- **Mitigation**—implement techniques that provide compensation for wildlife mortality by creating new habitat away from the highway

### Wildlife Mortality Goals:

- Promote research and development of cost effective and efficient animal control measures to reduce vehicle-caused animal mortality in roadways.
- Promote the research, development and construction of animal crossing structures at key road crossing points.
- Encourage early highway design concepts and construction practices which eliminate or lessen unsafe passage or allow safe passage for animals within road right-of-way.
- Lessen the impacts associated with habitat fragmentation which is the key cause for animal mortality.

TABLE 2.5 WILDLIFE MORTALITY: TECHNICAL EVALUATION CRITERIA	
Technical Criteria	Explanation
Need	Human fatalities, injuries, property damage? Threatened or endangered wildlife species? Species integral to recognized natural ecologies? Habitat-connecting wildlife corridor? Wildlife refuge?
Effectiveness/quality of the proposed project concept	Evidence supporting potential effectiveness of proposed measures Monitoring plan and final report

### 3 TECHNICAL REQUIREMENTS FOR PROJECT DEVELOPMENT/DESIGN

In addition to contributing to the achievement of category goals and meeting category evaluation criteria, TE projects must comply with certain *technical guidelines* and involve the participation of certain *specific professional disciplines*. The Table 3.1 below identifies these requirements for all projects and for each individual category.

TABLE 3.1 TECHNICAL REQUIREMENTS FOR TE PROJECTS	
All Projects	
Requirement	Source
MDOT Standard Specifications for Construction	MDOT, Technical Services Division P.O. Box 30050 Lansing, Michigan 48909
Michigan Manual of Uniform Traffic Control Devices	517.322.1676 E-mail: MDOT-Publications@michigan.gov
Nonmotorized Transportation	
Requirement	Source
AASHTO* Guide for the Development of Bicycle Facilities	AASHTO 444 North Capitol Street, NW, Suite 225 Washington, D.C. 20001
AASHTO Guide for the Development of Pedestrian Facilities**	202.624.5800 www.aashto.org
Designing Sidewalks and Trails for Access <ul style="list-style-type: none"><li>Part I: Review of Existing Guidelines and Practices</li><li>Part II: Best Practices Design Guide</li></ul>	Federal Highway Administration at <a href="http://www.fhwa.dot.gov/environment/bikeped/access-1.htm">http://www.fhwa.dot.gov/environment/bikeped/access-1.htm</a>
Transportation Aesthetics	
Projects must be developed and designed utilizing a professional or firm with demonstrated experience in aesthetic design (e.g. licensed landscape architect, recreation planner, certified urban planner, or “urban designer”). The key is that a discipline in addition to engineering be involved, and that the professional or firm used possesses expertise and experience in designing projects in which aesthetic quality is the primary goal.	
Historic Preservation	
The project site/facility must be listed, or be eligible for listing, in the National Register of Historic Places. The eligibility and listing process are handled through the State Historic Preservation Office (SHPO) in the Michigan Department of History, Arts, and Libraries. See Appendix A for technical assistance resources.	
Project development must involve a professional historian, historic architect, architectural historian, or archeologist in a principal capacity who possesses the qualifications outlined in the U. S. Secretary of the Interior’s Professional Qualifications Standards (48FR72716).	

\*American Association of State Highway and Transportation Officials

\*\*Slated for publication in 2004

## 4 APPLICATION INSTRUCTIONS

### APPLYING: WHEN, HOW?

**WHEN?** TE applications may be submitted at any time; there is no application deadline.

**HOW?** The application may be submitted in one of two ways:

- Online (Application may be completed and submitted electronically)
- Mail-in (Adobe Acrobat format application file may be printed, filled out, and mailed)

The three page TE application form and this instruction booklet can be found online at <http://www.michigan.gov/tea>. (If access to the Internet is unavailable, the TE office will mail the form upon request.

MDOT recommends applying online. Under this option the applicant establishes a secure application file on MDOT's server and completes an electronic application form. The applicant may open and close the file over an indefinite period while working to complete the application. Once completed, the applicant presses the SUBMIT button and the application is received by MDOT.

Online application enables TE staff to work in the file with applicants simultaneously while answering questions or providing other assistance. Sponsors and partners can work together on an application from separate offices by each opening the file. Revisions required after the application is submitted can be made electronically by the applicant by requesting TE program staff to reopen the file.

**QUESTIONS ABOUT THE ONLINE APPLICATION?** Please contact the TE helpdesk at the number listed in APPENDIX A: RESOURCE PEOPLE.

**SUBMITTING A MAIL-IN APPLICATION?** Please print or type your application in blue or black ink, and submit the completed application to:

**Michael D. Eberlein**  
**Enhancement Program Manager**  
**Office of Economic Development and Enhancement**  
**Michigan Department of Transportation**  
**425 West Ottawa, PO Box 30050**  
**Lansing, MI 48909**

## COMPLETING THE APPLICATION FORM

The following instructions explain how to complete each item on the three page TE application form. When necessary, background information and/or examples are provided along with the instruction.

**NOTE FOR ONLINE APPLICANTS:** *The instructions below apply to the content of the online application. Additional Instructions for completing the online application can be found under Help within the online application window.*

*The TE database is being reconstructed to accommodate the new three page form. Until this reconstruction is completed sometime in 2005, use the Help button. It provides guidance for responding to the new application form using the old form and attachments still showing in the online application process.*

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### MICHIGAN DEPARTMENT OF TRANSPORTATION TRANSPORTATION ENHANCEMENT PROGRAM APPLICATION

#### APPLICANT INFORMATION

##### 1. APPLICANT AGENCY

Place a check in the appropriate applicant agency checkbox (See Section 1, ELIGIBLE APPLICANTS). Native American Tribes, federal agencies, other state agencies and Metropolitan Planning Organizations should select "other" and provide their agency type in the line provided.

##### 2. ELIGIBLE AGENCY NAME

Enter the name of the agency applying for TE funding.

***For Example:** City of Detroit, Calhoun County Road Commission, MDOT - Superior Region.*

***PLEASE NOTE:** MDOT may be a partner on your application. Potential applicants for TE funding for projects on state trunkline highways are encouraged to contact the appropriate Region Office and/or TSC before they apply, to explore the options available for partnership. (See MDOT As a Project Partner/Applicant, in Section 6.)*

##### 3. SPONSOR(S)

Applications may have numerous sponsors—organizations that support or are partners in the application and project. Enter the name(s) of the sponsoring organization(s).

***For example:** Meridian Township, Friends of the Pere Marquette Trail, Grand Rapids Public Schools.*

##### 4. CONTACT PERSON

Enter the name, title, mailing address, e-mail address, and telephone number of the individual that MDOT may contact with questions about the application or the proposed project. This person may be an official or employee of the applicant agency, a representative of a sponsoring organization, or a consultant retained to prepare the application.

#### PROJECT DESCRIPTION

## 5. LOCATION

Provide the following project location information:

**COUNTY:** Enter the county(ies) within which the project is located.

**MDOT REGION:** Refer to APPENDIX B, Region and Transportation Service Center Map; enter the region within which the majority of the project is located.

**CITY/VILLAGE/TOWNSHIP:** Select the type of jurisdiction within which the project is predominately located; enter the name of that jurisdiction in the space provided.

**ROUTE NO./STREET NAME/FACILITY NAME:** Enter the name of the road the project is on or near. If the project is not directly on or near a roadway, enter instead, a facility description (see third example below).

*For Example: M-52, Clinton Avenue, abandoned railroad right-of-way.*

**PROJECT LIMITS:** Enter the cross-streets nearest to the beginning and end points of the project.

*For Example: Ionia Ave and Huron St.*

**LENGTH:** Enter the length of the project in miles, rounded to the nearest tenth of a mile.

**ZIP CODE:** The zip code(s) within which the project is located.

## 6. PROJECT NAME

Enter a name that describes your project. Begin with a route number, street name, or facility name; follow this with the type of work the project represents.

*For Example: Woodward Avenue Streetscaping, Pere Marquette Rail-Trail: Phase II Surfacing, Durand Depot Exterior Restoration*

## 7. TYPE OF WORK

Enter a brief description of the project work.

*For Example, for a streetscape project: Brick pavers, decorative pedestrian level lighting, trees, trash receptacles, and other street amenities.*

## 8. PLAN VIEW

Attach a plan view (8 ½ x 11) for the project, showing project limits and associated location details such as streets. If your project concept includes items such as streetscape or nonmotorized trail amenities, show the proposed/approximate location of these items.

## 9. PROJECT DESCRIPTION

Enter a concise description of the project. In a brief narrative (one page or less), describe the proposed work and how the project will benefit the affected community(ies). Clearly describe the relationship between the proposed project and the surface transportation facility to be enhanced.

**PLEASE NOTE:** Use this item to provide information related to the evaluation criteria identified for the project category, found in Section 2.

## PROPOSED PROJECT SCHEDULE

### 10. PROJECT SCHEDULE

Enter proposed start and completion dates for each of the four project development milestones. The dates are targets and may be refined later as the project develops. The primary purpose for this initial set of dates is to provide the TE program information necessary for planning the timing of funding awards. Each milestone is described below. See SECTION 6, IMPLEMENTATION OPTIONS, for more details about project scheduling.

**ACQUISITION OF RIGHT-OF-WAY:** If additional right-of-way acquisition (including temporary rights such as “grading permits”) is prerequisite to construction, enter dates for this milestone. If acquisition is not necessary, write “N/A” in the date boxes.

**DESIGN:** This milestone refers to starting and completing engineering plans and specifications, and a cost estimate for the project based on the plans. The date entered for completion should reflect the stage at which design is 90 percent complete, and ready for scheduling of a “Grade Inspection”, or “GI”.

**FINANCING IN PLACE:** Matching funds must be available and committed at the time construction begins. Applicants must also have balances sufficient to meet project cash flow needs since TE funds are reimbursed based upon costs incurred and paid by the applicant. The completion date entered for this item should represent the date at which the match and cash flow funds are available.

**CONSTRUCTION/PROJECT IMPLEMENTATION:** Enter the dates that construction would begin and be completed.

### 11. PROJECT PAIRING

If the answer to the first question is “no”, skip items 11.A. and 11.B. If the proposed TE project is to be paired with any other construction project (e.g., road construction, sewer separation), choose A or B to indicate by whom (MDOT or a local agency) the other project is being constructed. Enter a description of the other project and indicate when (concurrently or subsequently) in relation to the TE project the other project will be constructed.

### 12. PROVIDE OTHER INFORMATION RELEVANT TO THE TIMING OF THIS PROJECT IF NECESSARY

Enter additional information, if any, describing circumstances which impact the timing or the readiness of the TE project for implementation.

**For Example:** “Natural Resources Trust Fund funding awarded for other work in this project expires in October, 2005.”

## FUNDS REQUESTED, MATCH, AND SOURCE

### 13. FUNDS REQUESTED FOR EACH CATEGORY

Grouped under the 5 MDOT TE Activity Categories, the twelve federally authorized TE activities are listed in this item. Enter the total project costs (TE funds plus matching funds) for each activity associated with the project. (Typically, projects fall into one, or at most two, activities.) When totaled, the amounts shown for this item must equal the amount shown in 14.C., TOTAL PROJECT COST, below.

#### 14. MATCH

Enter the name and amount of each source of matching funds for the TE project.

**For Example:**

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MATCH SOURCE:	<u>City of Traverse City</u>	MATCH AMOUNT:	<u>\$50,000</u>
MATCH SOURCE:	<u>Coastal Zone Management</u>	MATCH AMOUNT:	<u>\$20,000</u>
MATCH SOURCE:	<u>Friends of the Rail Trail</u>	MATCH AMOUNT:	<u>\$ 4,500</u>

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**PLEASE NOTE:** Section 1, MATCH REQUIREMENT, and Section 6, MATCHING FUNDS, provide information about satisfying the matching requirement on TE projects. See Section 6, PARTICIPATING/NONPARTICIPATING AND ELIGIBLE/INELIGIBLE COSTS for additional information necessary to complete Items 15 through 19 below.

#### 15. FUNDING SUMMARY

Enter the amounts identified below. **All entries in this item are computations based upon participating costs only.** Participating costs are itemized in items 16 through 19.

**A. FEDERAL TE FUNDS:** Enter the amount of TE funds requested.

**B. TOTAL MATCH:** Enter the total amount of matching funds—the total of the amounts entered in item 14.

**C. TOTAL PROJECT COST:** Enter the total cost of the project. TOTAL PROJECT COST must equal each of the following:

- FEDERAL TE FUNDS (15.A.) plus TOTAL MATCH (15.B.),
- The sum of all amounts entered in item 12, FUNDS REQUESTED FOR EACH CATEGORY, and
- The sum of participating costs for
  - Item 16. PLANNING PHASE,
  - Item 17. RIGHT OF WAY PHASE,
  - Item 18. DESIGN PHASE, and
  - Item 19. CONSTRUCTION PHASE.

**FEDERAL SHARE:** Divide FEDERAL TE FUNDS REQUESTED (14.A.) by TOTAL PROJECT COST (14.C.). When expressed as a percentage, this amount must be 80 percent or less.

**MATCH SHARE:** Divide TOTAL MATCH (14.B.) by TOTAL PROJECT COST (14.C.). When expressed as a percentage, this amount must be 20 percent or greater.

#### PROPOSED ITEMS OF WORK

This section of the application is an itemized budget subdivided into the phases of work typically involved in project development and implementation.

**PLEASE NOTE:** *At the application stage cost estimates are, understandably, more broad and general. As the project moves through the application, selection, and award process, more details become known, and the budget will reflect more and more specific, work items. Nevertheless, work items entered in items 16 through 19 should encompass the major components of construction on construction*

projects. Care should be taken to identify and address specific project features representing significant elements of cost.

*Not all TE projects will involve cost items in all phases. For example, a rail-trail project may be ACQUISITION OF RIGHT OF WAY PHASE only; an archeological survey project would likely be budgeted under PLANNING PHASE only. Facility construction projects will have both design and construction phases.*

Enter discrete work items under the appropriate project development phase(s). For each item entered, provide the

- QUANTITY of units,
- UNIT name/description,
- COST PER UNIT, and
- TOTAL COST.

TOTAL COST is the product of multiplying QUANTITY by COST PER UNIT. The total cost for each item should be identified as participating or nonparticipating (See [Section 6](#)).

Some cost items are best expressed as a lump sum rather than in units. To show lump sum items,

- Enter "1" under QUANTITY,
- Enter L.S. under UNIT, and
- Enter the cost of the item in both COST PER UNIT and TOTAL COST.

Additional guidance for each phase is provided below.

#### **16. PLANNING PHASE**

The planning phase is used for projects involving studies, public information materials development, corridor master plans, surveys, inventories, assessments, and GIS projects.

#### **17. RIGHT-OF-WAY (R.O.W.) ACQUISITION PHASE**

The right-of-way acquisition phase involves the acquisition of land, easements or other occupancy rights. Some construction projects may involve property acquisition costs.

#### **18. CONSTRUCTION PHASE**

This phase includes all items associated with construction, installation, rehabilitation, restoration, or other physical improvement.

#### **19. DESIGN PHASE**

The design phase includes those work items necessary to complete engineering design plans and the Plans, Specifications, and Estimates package necessary to solicit bids for a construction project.

### **RELATIONSHIP TO CATEGORY GOALS**

#### **20. CATEGORY GOALS**

[Section 2](#) identifies MDOT's goals for projects in each of the five TE project category areas. In response to Item 13, FUNDS REQUESTED FOR EACH CATEGORY, the categories within which this project falls have been identified. For the categories which apply to this project, enter a concise narrative discussion explaining how the project satisfies MDOT's category goals.



## PROPERTY INFORMATION

### **21. IF PROPERTY ACQUISITION IS NECESSARY TO COMPLETE THIS PROJECT, WHAT IS THE CURRENT STATUS OF ACQUISITION?**

If property acquisition is necessary to complete this project, check all the responses that apply, and enter a brief description of the status of property acquisition. If property acquisition is not necessary, proceed to the next question. Responses to this question must be compatible with information entered on the other questions related to acquisition:

- Item 10. PROJECT SCHEDULE,
- Item 17. RIGHT OF WAY ACQUISITION PHASE,
- Item 22. Additional ROW/Grading Permit, and
- Item 26. ADJACENT PROPERTY OWNER IMPACTS.

## MAINTENANCE, PERMITS AND OTHER ENVIRONMENTAL FACTORS

### 22. CHECK ALL THAT APPLY.

TE projects must comply with applicable local, state, and federal environmental laws, regulations, and requirements. In the course of project development a TE project will require environmental clearance. The major factors affecting environmental clearance are included in the list of check boxes in this item.

**PLEASE NOTE:** Responses on this question do not constitute environmental clearance for the project. Rather they are intended to flag potential environmental concerns, and the impact those concerns may have on project feasibility, location, design, and/or cost.

Check all factors that apply to the project, and describe the anticipated impact for each checked factor in the space provided. The factors are described below.

- ☐ **ADDITIONAL ROW/GRADING PERMIT:** Check, if right-of-way and/or grading permits are required.
- ☐ **INLAND LAKES OR STREAMS PERMIT:** Check, if the proposed project will require
  - Crossing a watercourse, and/or
  - Widening, replacing, or constructing a bridge, and/or
  - Replacing, extending, or constructing a culvert and/or
  - Channeling of a stream, and/or
  - Outletting into a watercourse.
- ☐ **WETLANDS PERMIT:** Check, if the proposed project will
  - Place fill material in, and/or remove or dredge material from a wetland, and/or
  - Involve construction or development in a wetland, and/or
  - Drain surface water from a wetland, and/or
  - Cross a wetland at a new location.
- ☐ **FLOODPLAINS PERMIT:** *Contact the Michigan Department of Environmental Quality's (MDEQ's) Land and Water Management Division at (517) 373-1170 to determine if project work is within a base floodplain area.* Check this box if the proposed project will require
  - Widening, replacing, or constructing a bridge, and/or
  - Extending, replacing or constructing a culvert, and/or
  - Channelization of a stream, and/or
  - Raising a road grade, and/or
  - Placing of road embankment fill at the approach to a bridge or culvert or paralleling a stream, and/or
  - Improving access to an area near a watercourse.
- ☐ **RECREATIONAL LANDS:** Check, if any part of a publicly-owned park, recreation area, or wildlife or waterfowl refuge will receive grading, or be purchased for proposed right-of-way.
- ☐ **TREE REMOVAL:** Check, if trees will be removed as part of the proposed project.

- ☐ **ENDANGERED SPECIES:** *Contact the Michigan Department of Natural Resources' (MDNR's) Wildlife Division at (517) 373-1263 to determine if threatened or endangered plant or animal species are located in the project area. Check this box if endangered plant and/or animal species are located in the project area, and if work will*
- Be performed outside the existing shoulders or curbs
  - Include road widening, bridge widening/replacing, or culvert extending/replacing.
- ☐ **COASTAL ZONE:** *To determine if the project is located within a coastal zone, contact MDNR's Land and Water Management Division at (517) 373-8787. To determine if the project is located within the Critical Dunes Protection Area, contact the MDEQ's Sand Dunes Program at (517) 373-1950. Check this box if the project is within one or both of these areas, and project work will extend beyond the existing curb or shoulder, and if the work will affect a waterway.*
- ☐ **STATE HISTORIC PRESERVATION OFFICE CLEARANCE:** *Contact the Department of History, Arts, and Libraries (HAL), State Historic Preservation Office (SHPO), Environmental Review at (517) 335-2721 to determine if there are historic or archeological sites in the project area. Check this box if project work will occur in, or adjacent to, a designated historic or archaeological site.*
- ☐ **CONTAMINATED SITES:** *Contact the MDEQ's Environmental Response Division at (517) 373-9540 to determine if hazardous waste sites are located in the project area. **Any contamination discovered during the course of the project is the responsibility of the applicant, and all costs and regulatory requirements associated with any contamination are to be borne by the applicant.** Check this box if grading or right-of-way are required for the project, and waste sites are located in the project area.*
- ☐ **OTHER:** Other potential areas of impact which may be considered in obtaining environmental clearance for the project include but are not limited to the following:
- Loss of agricultural lands
  - Neighborhood disruption
  - Business or residential displacement
  - Storm water discharge
  - Compatibility with development plans
  - Change to developed land uses
  - Change in access control
  - Change in facilities for pedestrians and bicyclists
  - Detours
  - Noise
  - Air Quality
  - Controversy

Check this box if the project will involve any of these impacts.

### 23. WHAT AGENCY IS RESPONSIBLE FOR OPERATION AND MAINTENANCE OF THE COMPLETED PROJECT AND WHAT SOURCE OF FUNDS WILL BE USED?

Enter the name, address, contact person and phone number and/or E-mail address of the agency responsible for operation and maintenance of the project facility after its completion. If operation and

maintenance are handled by different agencies, or different contacts in the same agency, please provide the appropriate information for each.

**24. DESCRIBE ANTICIPATED MAINTENANCE NEEDS BY TASK. (Indicate frequency of maintenance and estimated annual cost.)**

Enter major maintenance tasks and provide the frequency of performance, and estimated annual cost for each.

***For Example:** The list below includes several maintenance tasks and the information requested for each. The tasks and associated costs are entirely fictitious and are for illustrative purposes only. Applicants should develop tasks and costs tailored to meet the maintenance needs specific to the project proposed in the application.*

Maintenance Task	Task Cost	Frequency	Annual Cost
Sweep trail	\$ 300	Monthly, May-Oct.	\$ 1,800
Clear zone branch removal	\$1,500	Every other year	\$ 750
Empty Trash Containers	\$ 100	Twice weekly	\$10,400
Buy/plant annuals in planters	\$3,000	Annually	\$ 3,000

**PUBLIC INVOLVEMENT/SUPPORT**

Federal law establishes the responsibility of state DOTs, MPOs, and local recipients of federal transportation funding to engage the public in project selection and development decisions. MDOT relies upon applicants to ensure that members of the community to be served by a proposed TE project have had the opportunity to become aware of it, and to comment, suggest, or otherwise contribute to its planning, design and development. MDOT strongly encourages applicants to engage their communities and citizens in TE project development.

**25. DESCRIBE PLANS FOR INFORMING YOUR COMMUNITY OF THIS PROJECT. (e.g., providing opportunity for community involvement and/or comments in planning, funding, design, and implementation.)**

**26. DESCRIBE THE ANTICIPATED IMPACT OF THE PROJECT ON ADJACENT PROPERTY OWNERS, YOUR EFFORTS TO INFORM THEM OF THE PROJECT, AND ANY RESPONSES TO THESE EFFORTS.**

**27. IS THIS PROJECT IDENTIFIED IN AN ADOPTED COMMUNITY, COUNTY, AND/OR REGION-WIDE PLAN? (e.g., master plan, comprehensive development plan, trail plan, parks/recreation plan, downtown development plan, etc.)**

Enter Yes or No, and if Yes, describe the planning document or process, and the role this project plays in implementing the plan.

**SIGNATURE**

**28. SIGNATURE**

The signer must be acting as employee or agent of an eligible applicant (See ELIGIBLE APPLICANTS in Section 1. Enter the name, title and the date of signing in the space provided.

## **WHAT'S NEXT?**

*Section 5 describes the relationship between applicants and the program office once an application is submitted, and identifies additional actions applicants will be asked to take at several points in the review and selection process.*

*Section 6 provides important additional information about developing and implementing TE projects and identifies and describes several important options applicants may exercise.*

## 5 THE APPLICATION, SELECTION, AND AWARD PROCESS

### PROCESS OVERVIEW

TABLE 1.1, THE TE APPLICATION/SELECTION PROCESS, identifies the 5 stages through which an application will pass on the way to a funding award, as follows:

- Concept approval
- Technical approval
- Program factors review
- Conditional Funding Commitment (CFC)
- Funding award

At each of these stages, a proposed project can be approved or disapproved for funding. Historically, applicants annually have requested funding over four times greater than the annual TE funds available; so, based upon TE funds limitations alone, some applications will not be approved.

One objective of the staged approval process is to balance applicant and MDOT effort required at each stage with the improving likelihood of funding approval as each stage is successfully achieved. As each stage is achieved, the chances of an eventual funding award increase, the terms and timing of the award are more precisely defined, and the level of effort invested by MDOT and the applicant is increased.

The progression funding chance and applicant effort through the five approval stages is shown in TABLE 5.1. For each approval stage, the table shows the project's standing among the pool of all applicants, the basis for achieving approval at the next stage, and the action/effort required of the applicant at each stage.

***A NOTE ABOUT METROPOLITAN PLANNING ORGANIZATIONS (MPOS): Some applicants are located within the jurisdiction of one of Michigan's 14 MPOs. MPOs are created under federal transportation law to conduct regional transportation planning. Applicants within an MPO region must notify the MPO when submitting a TE application, and should keep MPO up to date as the project progresses through the approval stages (or its disapproval, should that occur). More about MPOs and their critical importance to implementing TE projects may be found in Section 6, METROPOLITAN PLANNING ORGANIZATIONS AND TRANSPORTATION IMPROVEMENT PROGRAMS.***

### TECHNICAL ASSISTANCE

MDOT considers itself a partner with applicants beginning even before a project becomes the subject of a TE application. TE program staff is available to provide assistance at every stage of project development, from pre-application to post-construction. Program staff are available by phone, E-mail, or in person at MDOT's Lansing headquarters (in the Murray VanWagoner Building at 425 West Ottawa Street, just west of the Capitol Building).

<b>TABLE 5.1 PROJECT APPROVAL STAGES by APPLICANT POOL STANDING, ADVANCEMENT BASIS, AND EFFORT LEVEL</b>			
<b>Approval Stage</b>	<b>Pool Standing</b>	<b>Advancement Basis</b>	<b>Applicant Actions</b>
<b>Application Submitted</b>	One among all <b><i>TE applications submitted.</i></b>	<b><i>Eligibility and completeness</i></b> review. <i>Ineligible projects will be disapproved.</i>	Provide additional information if requested.
<b>Concept Approval</b>	One among all <b><i>eligible applications</i></b> for TE funding	<b><i>Technical evaluation and scoring/ranking</i></b> by MDOT category area experts. <i>Low ranking projects may be disapproved.</i>	Provide additional information if requested.
<b>Technical Approval</b>	One among all <b><i>project candidates</i></b> for TE funding	<b><i>Rank</i></b> among project candidates, target <b><i>implementation schedule</i></b> , and <b><i>program factors</i></b>	Provide additional technical information; make technical revisions to the project and application, as requested/negotiated.
<b>Program Factors Approval</b>	One among all <b><i>projects selected/announced for issuance of a Conditional Funding Commitment (CFC)</i></b>	Project <b><i>fit with TE program priorities and constraints</i></b> in specific time periods. <i>Projects may be deferred to a later announcement, or disapproved with no prejudice against later re-submittal.</i>	Negotiate with TE program staff project scheduling, project scope, project phasing, match funding, and other terms dictated by program factors.
<b>Conditional Funding Commitment</b>	One among all <b><i>projects awaiting completion of funding conditions</i></b>	<b><i>Funding availability, and meeting the conditions of the CFC</i></b> on a schedule agreed upon by MDOT and the applicant. Projects delayed without reasonable cause beyond benchmark schedule dates may be disapproved.	Acquiring/committing match funds, completing design plans, acquiring and certifying right of way, and meeting whatever other conditions were set in the CFC.
<b>Funding Award</b>	One among all <b><i>projects awaiting construction</i></b>	Executing the project agreement with MDOT, engaging a contractor, and beginning project construction in the first season following the funding award.	

Category area technical experts are available to assist applicants in understanding and addressing design guidelines and best practices, and regulatory requirements. MDOT Region Office and Transportation Service Center Staff are ready to assist with projects which cross, utilize, or affect state highways, and may become project applicants or sponsors in partnership with other agencies (See Section 6, MDOT AS A PROJECT APPLICANT/ PARTNER).

Once a CFC is issued, the primary source of technical assistance is MDOT's Local Agency Programs (LAP) staff in the department's Design Division. LAP staff will review design plans, guide the development of contractor bid solicitation packages, develop the project agreement, and authorize construction to begin. More information on the project implementation process is provided in [Section 6, IMPLEMENTATION OPTIONS](#).

Contact information for MDOT program staff, category area technical experts, Region Offices and TSCs, and LAP is available in [APPENDIX A: Resource People](#).

## TECHNICAL REVIEW

The **technical review and scoring stage** of the approval process establishes the technical merit of an application. It is conducted by technical experts who apply an objective set of criteria to each application. These criteria are aimed at measuring the soundness, quality, and impact of the project as well as how the project contributes to the achievement of the goals MDOT has established for the category area (category area goals and evaluation criteria are presented in [Section 2](#)). The resulting score provides a basis for ranking projects on their relative technical merit within their category.

## PROGRAM FACTORS REVIEW

The **program factors review stage** of the approval process weighs projects in relation to the broad mission, vision and goals for the TE program (found on the inside front cover—second page in the electronic version—of this instruction booklet).

***For Example: Project schedule** is a major factor in deciding when a CFC will be issued to a technically approved project. All other things being equal, the highest priority project for a given selection announcement and issuance of CFCs will be the project with the highest technical score and the earliest proposed construction date. Such a project would satisfy at least 2 program goals:*

- *Support projects which best achieve the unique goals for each enhancement activity category (high technical score), and*
- *Facilitate efficiency and effectiveness in project development and implementation (earliest proposed construction date).*

In addition to project schedule, numerous other factors will be accounted for in the selection decision for a given announcement. [TABLE 5.2, PROGRAM REVIEW FACTORS](#), is an illustrative list of program factors considered in selecting projects for a given announcement/CFC issuance.

Application of program review factors to the pool of project candidates will occur periodically in preparation for selection announcements and issuance of CFCs. MDOT intends to make a minimum of two selection announcements per year, but could make more or fewer depending on the candidate pool and the program factors portrayed above.

TABLE 5.2 PROGRAM REVIEW FACTORS	
Factor	Explanation
<b>Project Schedule</b>	Target construction season, coordination with other scheduled work, right of way or match funding availability, in relation to competing draws on TE funding in that fiscal year.



<b>Project Location</b>	Over the life of the TE program, equitable distribution geographically across the state and among community types is sought. Project location within areas involved in other community improvement initiatives (e.g. Mainstreet Program, Historic District, Renaissance Zone) advances those initiatives.
<b>Project Resources/Investment</b>	Interdependency of TE funding with other program sources for the project. Match percentage. TE funding needed in phase installments. Non-participating work and funding. Level of benefit for cost, within the community context. Community economic viability—need versus ability to pay.
<b>Project Collaboration/Partnership</b>	MDOT partnership. Local public and private partners. Opportunity to support/reward partnership efforts. Coordination of TE and non TE investment to increase efficiency/economy and minimize construction disruption.
<b>Project Support; Significance to Broader Plans</b>	Level of local support or controversy. Significance of project in implementing longer range broader plans.
<b>Impact</b>	Broader impact on tourism, economic sustainability/development, smart land use, walkability, preservation/reinforcement of community character or sense of place. Scale of this impact at the community, region, state level.
<b>TE Projects Outstanding</b>	Applicant progress on past project awards; performance in maintaining and operating completed projects.
<b>TE Program Fund Balances</b>	Availability of funding based on multi-year planned potential awards; authorization/appropriation at the federal level.
<b>Category Distribution</b>	Balancing investment among the eligible project types over time.
<b>Administrative Burden</b>	Weighing the cost to administer a project against the benefits expected

**CONDITIONAL FUNDING COMMITMENT** A Conditional Funding Commitment (CFC) is MDOT's formal written promise that TE funding will be provided to an applicant agency upon that agency's completion of the conditions set forth in the letter, and assuming the availability of program funds and a compatible project schedule. At prior approval stages, MDOT's relationship with the applicant agency has not required formal acknowledgement by the applicant's legislative body (city council, county road commission, etc). (It is prudent, of course, for the person acting on the agency's behalf to inform a council or commission of the project, the application, and progress.)

**APPLICANT AGENCY RESOLUTION** The CFC requires a formal response from the applicant agency. At the CFC stage, applicant agency resources must be committed and spent, typically for design engineering, but perhaps also for right of way acquisition. In addition, future resources must be committed as a condition of award—matching funds for the construction project, and ongoing operational and maintenance funding for the life of the facility constructed with TE funds. In response to MDOT's formal commitment in the CFC, MDOT requires of the applicant a formal resolution (or resolutions) from the applicant agency's legislative body. The resolution(s) must be structured such that it :

- Authorizes a specific employee, official, or agent to
  - Request TE funding,
  - Act as the applicant agency's agent during project development,
  - Sign a project agreement upon receipt of a funding award,
- Attests to the existence of, and commits, the matching funds necessary to carry out the project, and
- Commits to owning, operating, and funding/implementing a maintenance plan/program over the design life of the facility constructed with TE funding.

**ROLE OF MDOT'S LOCAL AGENCY PROGRAMS UNIT** For non-MDOT applicants, the CFC letter signals the beginning of a relationship with MDOT's Local Agency Program (LAP) staff. Enclosed with the CFC letter will be a set of instructions from LAP for implementing TE projects. The most significant CFC condition is completion of design engineering for the project. However, in addition to submitting design plans to LAP, a package of forms designed to document compliance with the numerous federal requirements associated with TE funding must also be submitted. It is through these forms that right of way will be certified—another standard condition in the CFC.

**FUNDING AWARD** Once the conditions of the CFC have been satisfied, the applicant will receive a funding award letter. This is the last stage of the application process but is only the first step in a series of **implementation stages** through which LAP will guide the applicant. One of these stages is execution of a project agreement between the applicant and MDOT, and MDOT authorization under that agreement to proceed with construction. ***Costs incurred for materials, expenses, or work performed prior to 1) the date of execution of the project agreement and 2) receipt of written authorization from MDOT to proceed, are not participating costs and hence may not be reimbursed from TE funding.***

## 6 IMPORTANT TE FACTS AND CHOICES FOR APPLICANTS

This final chapter contains information every applicant for TE funds should know and consider when planning a project and completing an application. Topics are in no particular order.

### **MONEY MATTERS**

**REIMBURSEMENT VERSUS GRANT** Federal law requires that TE funding be provided as a reimbursement for costs incurred and paid by the recipient. TE funding, therefore, is not awarded as a traditional “grant”. (Grants typically provide all the funding when it is awarded, enabling the recipient to use the funds to pay project costs as they occur.) Because TE is a reimbursement program, MDOT provides funding only upon receipt of an invoice identifying costs incurred and providing evidence that the costs were paid by the recipient.

For small projects, the recipient may be required to incur and pay the entire cost of the project before being reimbursed TE funds. For larger projects, the recipient may be entitled to progress billings at specified intervals throughout the project. It is important to recognize that the recipient of a funding award must not only have cash match in hand, but must also be able to accommodate the cash flow required to pay project costs before being reimbursed from TE funds.

**PROCUREMENT** Federal regulations governing procurement of materials and services using federal funds generally require competitive quotes or bids. These requirements must be followed regardless of whether the recipient of TE funding chooses to manage bid solicitation or opts to use MDOT's bid letting process (See **IMPLEMENTATION OPTIONS**, below). The exception is when a recipient uses its own forces to accomplish project work, otherwise known as force account work. LAP can provide guidance on the circumstances under which force account work is allowed and the MDOT's procedures for conducting and accounting for work done in this manner.

**DAVIS-BACON WAGE ACT** TE projects occurring within the right-of-way of a federal aid highway are subject to the Act which requires those who work on the project to be paid the prevailing wage for that work in the region where the work is occurring. Applicants should determine whether their project is subject to the Act, and consider the appropriate wage rates in preparing cost estimates in TE applications. LAP can assist the applicant in making this determination and can steer the applicant to prevailing wage information for their region.

Davis-Bacon wage rates do not apply to projects located outside of the right of way of a federal aid highway, or on projects located within the right of way of rural minor collector or local roads.

**PARTICIPATING/NONPARTICIPATING AND ELIGIBLE/INELIGIBLE PROJECT COSTS** Costs associated with TE funding awards are called **participating costs**. Participating costs equal those costs covered by the TE funding and matching funds. Other costs incurred on TE projects, which are not a part of the TE award and match computation, are called **non-participating costs**.

In addition to being labeled as participating or non-participating, costs may also be characterized as **eligible or ineligible costs**. Eligible costs are those costs determined by federal TE program guidance and by MDOT to be consistent with achieving the intention of 12 activity categories set forth in the federal law. Some project development costs may meet the federal eligibility criteria but are ruled ineligible by MDOT for programmatic purposes — primarily to enable the limited TE funds to support more projects. MDOT usually considers the following costs to be ineligible for funding:

- Design engineering
- Construction engineering

- Project administration
- Environmental clearance and mitigation
- Construction extras and cost overruns

For many projects, these ineligible costs may be characterized as non-participating costs. However, both the eligibility and participation of these types of costs may vary depending on the negotiated terms among partners, including MDOT, on individual projects.

### **MATCHING FUNDS**

Leveraging investment of funds from other sources in TE projects is one of the goals MDOT hopes to achieve in its administration of the TE program. (See TE PROGRAM MISSION, VISION, AND GOALS on the inside front cover of this booklet—the second page of the web version.) Projects awarded funding during the first 12 years of the program averaged a match of over 37 percent of project cost.

MDOT encourages match in excess of the minimum 20 percent required under federal law. At the same time it is recognized that the capacity to raise matching funds varies among communities for a variety of reasons. Level of match is weighed along with “ability to pay” and other factors during the program review stage of the project approval process, and may be the subject of negotiation between the TE program office, the applicant agency, and other partners. In general, the higher amount of TE funding requested, the higher the expected match percentage.

### **MDOT AS A PROJECT APPLICANT/PARTNER**

MDOT is an active eligible applicant for TE funding. The department seeks TE funds to enhance state trunkline highways as a component of construction and repair projects scheduled for implementation in its 5 Year Road and Bridge Program, or as stand alone projects. Through its seven Region Offices and 27 Transportation Service Centers (TSCs) MDOT works to coordinate TE projects with interested communities.

MDOT Region and TSC staff have the authority to negotiate partnerships with communities on TE projects. The partnership role MDOT assumes in a project will vary; the examples below illustrate the range of involvement levels for MDOT participation:

- Issuing permits for local TE work within state trunkline right of way
- Coordinating local TE work with MDOT road work, including designing and constructing the TE project and roadwork together as one project
- Serving as applicant for TE funding on behalf of local interests. Within this option, the terms are negotiable but may include MDOT supplying some or all of the matching funds, performing design engineering, bidding the project through MDOT's letting process, performing construction engineering, and acquiring right of way

Applicants are encouraged to contact the appropriate TSC or Region Office when considering applying for TE funding for projects which will use or impact state highway right of way to explore the opportunities for partnership.

### **MAINTENANCE**

Federal law requires that an asset created using federal funding be operated and maintained for its original purpose throughout its useful (design) life. Should a project cease to be maintained or operated, or become inoperable or unavailable for its original purpose before its useful life has been reached, the federal government has the right to require the recipient to provide an alternate facility accomplishing the same purpose, or to reclaim the remaining value of its share of the asset.

MDOT passes on the responsibility for operation and maintenance of TE facilities to applicants or sponsors via the project agreement. Hence, the TE applicant is expected to be prepared to meet these responsibilities financially and operationally. Applicants must develop a maintenance plan and document it in the TE application. Applicants' legislative bodies will be required to adopt a resolution committing to the financing and conduct of this maintenance plan as one prerequisite to receiving a funding award.

#### **ENVIRONMENTAL MITIGATION**

TE funding may not be used to accomplish work that constitutes required mitigation of environmental impacts identified in the clearance process for another construction project.

#### **METROPOLITAN PLANNING ORGANIZATIONS (MPOS) AND TRANSPORTATION IMPROVEMENT PROGRAMS (TIPS)**

Federal transportation law requires that metropolitan areas create Metropolitan Planning Organizations (MPOs), whose function is to carry out region-wide coordinated, cooperative, comprehensive transportation planning as a condition for receipt and use of federal transportation funds. Michigan has 14 metropolitan areas served by MPOs. MPO contacts are listed in APPENDIX A: RESOURCE PEOPLE, and a map of MPO boundaries is provided in APPENDIX B: MAPS.

A second requirement of federal transportation law is that state departments of transportation—the agencies through which federal transportation funds flow to the states and their transportation systems—and MPOs establish and maintain Transportation Improvement Programs (TIPs). A TIP is a multiyear list of transportation projects the costs of which are to be defrayed in whole or in part using federal transportation funds. The state DOT—MDOT in Michigan—develops and maintains the State TIP, or STIP, which lists prospective federally funded projects for the area of the state *not* within an MPO jurisdiction; the MPO TIPs are incorporated by reference in the STIP.

**TE projects must appear in the TIP/STIP or they will not receive federal approval for funding.** For applicant agencies whose proposed TE project does not fall into an MPO jurisdiction, MDOT takes the steps necessary to include the project in the STIP. Applicants whose projects fall within an MPO jurisdiction must request inclusion of their project in the TIP for that MPO.

**Applicants must notify the MPO at the time they submit a TE application.** The MPO may or may not choose at that time to approve inclusion of the proposed project in the TIP. The opportune time to request the MPO to approve inclusion of the project in the TIP is when the applicant receives a Conditional Funding Commitment (CFC) from MDOT's TE program office. Normally, this gives the MPO ample time to amend its TIP to include the project, while the applicant is completing project engineering design.

For all MPOs, approval consists of a formal action on the part of the MPO committee structure—usually from a technical committee followed by a policy committee or governing board. MPOs vary in their approach to TE projects, and how they handle approval. For many, a notification at time of application, and then a request for TIP approval when a CFC is received, is sufficient to accomplish this requirement. For others, there may be specific meetings at regular intervals at which TIP additions are considered.

For several MPOs, approval entails more activity for both the applicant and the MPO. Genesee County Metropolitan Planning Commission (GCMPC) and Tri-County Regional Planning Commission (Tri-County) both review application drafts and offer assistance to improve application quality. GCMPC's approval is contingent on an application meeting its quality standards. Tri-County evaluates and scores each proposed application, creates an MPO-wide project priority list, and recommends the priority list for approval through the MPO committee structure.

**Because each MPO operates somewhat differently, early and regular applicant contact with the MPO is essential through the course of the application/selection process.**

**Federal guidance on the TEA program encourages a broader MPO role in integrating transportation enhancement activity into its regional multi-modal transportation planning and programming processes**

"Planning Process. The metropolitan and statewide planning processes should occupy a central role in the identification, planning, and funding of TE activities. In particular, the planning processes are the appropriate mechanisms for determining funding priorities among competing TE activities, including those not part of larger transportation projects. The FHWA field offices should strongly encourage the State and metropolitan planning organizations (MPOs) to seek out and fully integrate TE activities into both their plan development and programming processes. To be funded, TE activities must be included in the appropriate metropolitan and statewide transportation improvement programs.

Given the widespread public interest in TE activities they should be highlighted in public involvement activities implemented under the metropolitan and statewide requirements revised pursuant to TEA-21. Procedures for planning, programming, and developing TE activities are of particular concern to public interest organizations and members of the general public." *(FHWA Final Guidance, Transportation Enhancement Activities, 23 U.S.C. and TEA-21, January 4, 2000, page 9)*

MDOT encourages applicants to discuss with their MPOs the broader transportation planning context within which proposed projects may fit. Opportunities for coordination with other transportation or other developments may be revealed, and impacts beyond the project scope may be identified and addressed through these discussions.

## **IMPLEMENTATION OPTIONS**

The implementation of TE projects may be administered in different ways, each with its own advantages/disadvantages. Applicants should understand the several implementation options as they develop their applications. The key consideration in choosing among implementation options is the bid letting process. Local agency applicants may let their own projects or use MDOT's bid letting process. When MDOT is the applicant, MDOT may let the project itself or agree with a local partner that the local agency will be responsible for the letting. The table below clarifies the responsibility for project administration for each of the four possible options.

**TABLE 6.1 FOUR OPTIONS FOR PROJECT IMPLEMENTATION**

Applicant	Project Administrator (letting, billing and payment)
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	<b>MDOT</b>	<b>Local Agency</b>
<b>MDOT</b>	<p><i>MDOT is applicant and administrator.</i></p> <p>MDOT</p> <ul style="list-style-type: none"> <li>▪ Develops the bid package,</li> <li>▪ Bids the project through it's internal processes,</li> <li>▪ Awards and administers the construction contract,</li> <li>▪ Pays the contractor the total project costs,</li> <li>▪ Bills the local agency for its share of costs.</li> </ul>	<p><i>MDOT is applicant; local agency is administrator.</i></p> <p>Local agency</p> <ul style="list-style-type: none"> <li>▪ Develops the bid package,</li> <li>▪ Bids the project (guided by federal/state requirements),</li> <li>▪ Awards and administers the construction contract,</li> <li>▪ Pays the contractor the total project costs,</li> <li>▪ Bills MDOT for the federal/state share of costs.</li> </ul>
<b>Local Agency</b>	<p><i>Local Agency is applicant; MDOT is administrator.</i></p> <p>MDOT</p> <ul style="list-style-type: none"> <li>▪ Develops the bid package,</li> <li>▪ Bids the project through it's internal processes,</li> <li>▪ Awards and administers the construction contract,</li> <li>▪ Pays the contractor the total project costs,</li> <li>▪ Bills the local agency for its share of costs.</li> </ul>	<p><i>Local agency is applicant and administrator.</i></p> <p>Local Agency</p> <ul style="list-style-type: none"> <li>▪ Develops the bid package,</li> <li>▪ Bids the project (guided by federal/state requirements),</li> <li>▪ Awards and administers the construction contract,</li> <li>▪ Pays the contractor the total project costs,</li> <li>▪ Bills MDOT for the federal/state share of costs.</li> </ul>

The major difference between local administration and MDOT administration is local partner cash flow needs. When the local agency administers the project, it must have sufficient cash to pay contractor billings in full, before seeking reimbursement from MDOT for the federal/state share of the costs. When MDOT lets and administers the project, local partners need cash sufficient to reimburse MDOT for only the local match share of project costs.

**For Example:** For a \$100,000 project with a 20 percent local match, local agency administration will require the local agency to pay out 100 percent of the \$100,000 project cost, and then bill MDOT for reimbursement of the \$80,000 federal share. For the same project, MDOT administration would require the local agency to pay an MDOT bill of \$20,000, the local match share, after MDOT has reimbursed the contractor for \$100,000 in project costs.

**TABLE 6.2 COMPARISON OF MDOT VERSUS LOCAL LETTING PROCESS**

LOCAL LETTING		MDOT LETTING	
Process Step	Actor	Process Step	Actor
Send Program Application to MDOT/LAP			Local
Send <u>Local Contracting Certification and Conditions for Local Contract Development and Administration</u> form to MDOT/LAP	Local		
Send GI (Grade Inspection) package to MDOT/LAP (GI package includes Plans, Specifications & Detailed Cost Estimate, otherwise known as PS&E)			Local
Schedule GI			Both
Conduct GI; discuss <ul style="list-style-type: none"> <li>PS&amp;E package</li> <li>Information, steps, and requirements for local letting proposal package</li> </ul>	Both	Conduct GI; discuss <ul style="list-style-type: none"> <li>PS&amp;E package</li> </ul>	Both
Revise PS&E package based upon comments from the GI			Local
Send to MDOT/LAP <ul style="list-style-type: none"> <li>Final PS&amp;E package</li> <li>Final proposal package for advertising; contents discussed at GI</li> <li><u>Proposal Certification and Request to Advertise</u> forms</li> </ul>	Local	Send to MDOT a final PS&E package	Local
		Generate draft proposal for advertising and send to Local Agency for review	MDOT
Review final package; send Local Agency <u>Notification to Proceed with Advertising</u>	MDOT	Review draft proposal, approve, and send MDOT approval to advertise	Local
Advertise the project for a minimum of 3 weeks	Local	Advertise the project for 4 to 5 weeks	MDOT
Issue Addendum if necessary	Local	Issue Addendum if necessary	MDOT
Hold letting	Local	Hold letting	MDOT
Certify bids and send <u>Certification of Contractor Selection and Request to Award</u> forms to MDOT	Local	Confirm bids	MDOT
Send Notification to Proceed/Award letter to Local Agency	MDOT		
Award project to successful bidder	Local	Award project to successful bidder	MDOT
Pay contractor; submit invoices and evidence of payment to MDOT for reimbursement of federal/state share of cost	Local	Pay contractor; bill Local Agency for local share of cost	MDOT
Reimburse the Local Agency	MDOT	Reimburse MDOT	Local



In addition to the difference in cash flow requirements, there are other important differences between local letting and MDOT letting. TABLE 6.2 on the preceding page compares the letting process steps for local versus MDOT letting. TABLE 6.3 below highlights the differences and whether they represent an advantage or disadvantage to the local agency.

<b>TABLE 6.3 MDOT LETTING: ADVANTAGES/DISADVANTAGES FOR THE LOCAL AGENCY</b>	
MDOT generates the bid package, relieving the local agency of learning federal and state requirements and compiling that material in a satisfactory manner.	<b>Advantage</b>
MDOT awards the project by direct agreement with the selected contractor, saving the local agency the contract administration burden.	<b>Advantage</b>
MDOT pays the contractor and bills the local agency for local share.	<b>Advantage</b>
MDOT advertises the project for bid for 4 to 5 weeks. Local advertising allows for a shorter time (3 weeks minimum)	<b>Disadvantage</b>
MDOT charges the local agency a fee for the costs of the letting process	<b>Disadvantage</b>

On balance, the advantages of using the MDOT letting process outweigh the disadvantages. For a small fee, the local agency eliminates the administrative burden of the letting process including

- Responsibility for paying 100 percent of project costs prior to seeking reimbursement,
- Learning and meeting myriad federal and state requirements for the bid package, and
- Managing a construction project and contract.

Contractors are familiar with MDOT's letting process and schedules, and MDOT administration of construction contracts, which may result in better bid prices.

**Exception:** For historic preservation projects, there is no advantage in using the MDOT letting process. These projects typically involve work not normally designed, administered, or overseen by the department. As a result MDOT has no additional value to add to the project by letting it through a process designed to implement roadwork. Local recipients of TE funding awards for historic preservation projects may assume their project will be let through the local letting process, not through MDOT's letting process.

While the ideal letting will take two to six weeks longer using the MDOT process, local lettings often suffer delays associated with compiling a bid package that meets requirements. The cycles of interaction with MDOT at several stages of the local letting process have the effect of equalizing the time elapsed from grade inspection to contract award between the two processes.

The negotiated project development roles of MDOT and the Local Agency will affect the decision regarding which partner lets the project. Responsibility for design engineering and/or construction engineering, coordination at any stage with another construction project, and relative levels of financial participation are examples of factors which may influence the letting choice. In general, the decision about project implementation should aim to minimize

- Project development time elapsed from application to construction,
- The number of contractual agreements required to carry out the project,
- The number of handoffs of responsibility for project development stages among participants, and
- The total administrative burden on all partners.

## 7 APPENDIX A: RESOURCE PEOPLE

### TE PROGRAM OVERALL; APPLICATION, SELECTION, AWARD

Michael D. Eberlein - Program Manager..... (517) 335-3040  
E-mail: eberleinmi@michigan.gov

Bryan Armstrong - Program Coordinator..... (517) 335-2636  
E-mail: armstrongb@michigan.gov

Amber Thelen - Program Analyst..... (517) 241-1456  
E-mail: thelena@michigan.gov

Jessica Pierce – Communications/Help Desk Coordinator.... (517) 241-0185  
E-mail: piercej3@michigan.gov

### MDOT TE CATEGORY AREA EXPERTS

#### NONMOTORIZED TRANSPORTATION FACILITIES

Todd Kauffman – Nonmotorized Coordinator..... (517) 335-2918  
E-mail: kauffmant@michigan.gov

Cindy Krupp..... (517) 335-2923  
E-mail: kruppc@michigan.gov

#### TRANSPORTATION AESTHETICS

Mike Saunders..... (517) 627-4762  
E-mail: mmcsau@aol.com

Mark Pearson..... (517) 335-1909  
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#### HISTORIC PRESERVATION

Sigrid Bergland..... (517) 335-4229  
E-mail: berglands@michigan.gov

#### ***Heritage Route Program***

Pete Hanses - Coordinator..... (517) 335-2934  
E-mail: hansesp@michigan.gov

#### *Historic Heritage Routes:*

Lloyd Baldwin..... (517) 241-2702  
E-mail: baldwinl1@michigan.gov

Sigrid Bergland..... (517) 335-4229  
E-mail: berglands@michigan.gov

#### *Recreational Heritage Routes:*

Paul McAllister..... (517) 335-2622  
E-mail: mcallisterp@michigan.gov

#### *Scenic Heritage Routes:*

Mark Pearson..... (517) 335-1909  
E-mail: pearsonm@michigan.gov

***Eligibility of historic transportation facilities for the National Register of Historic Places; environmental clearance for projects near historic/archeological sites***

**Michigan Historical Center, State Historic Preservation Office:**

Martha MacFarlane-Faes..... (517) 335-2721

**WATER QUALITY**

Molly Lamrouex..... (517) 373-8351  
E-mail: lamrouexm@michigan.gov

**ANIMAL MORTALITY**

David W. Schuen..... (517) 373-3075  
E-mail: schuend@michigan.gov

**TRANSIT PROJECTS; INTERMODAL AND/OR HISTORIC TRANSIT FACILITIES**

Bonnie S. Jay..... (517) 373-7645  
E-mail: jayb@michigan.gov

**MDOT LOCAL AGENCY PROGRAMS (LAP) UNIT:**

**Project Implementation Assistance**

Doug Needham, TE Engineer..... (517) 335-2229  
E-mail: needhamd@michigan.gov

**MDOT REGION ENGINEERS AND TRANSPORTATION SERVICE CENTER (TSC) MANAGERS (See Region and TSC Boundaries map in APPENDIX B)**

**BAY REGION** - Terry Anderson..... (989) 754-7443  
E-mail: andersont@michigan.gov

• **Bay City TSC** - Robert Ranck, Jr..... (989) 671-1555  
E-mail: ranckr2@michigan.gov

• **Cass City TSC** - Douglas Wilson..... (989) 872-3007  
E-mail: wilsondo@michigan.gov

• **Davison TSC** - Mike Hemmingsen..... (810) 653-7470  
E-mail: hemmingsenm@michigan.gov

• **Mount Pleasant TSC** - Terry Stepanski..... (989) 773-7756  
E-mail: stepanskit@michigan.gov

**GRAND REGION** - Roger Safford ..... (616) 451-3091  
E-mail: saffordr@michigan.gov..... Toll Free (866) 815-6368

• **Grand Rapids TSC** - Suzette Peplinski..... (616) 451-3091  
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• **Howard City TSC** - Karl Koivisto..... (231) 937-7780  
E-mail: koivistok@michigan.gov

• **Muskegon TSC** - Tim Judge..... (231) 777-3451  
E-mail: judget@michigan.gov

**METRO REGION** - Greg Johnson..... (248) 483-5100  
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• **Detroit TSC** - Rita Screws..... (313) 965-6350  
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• **Macomb TSC** - Drew Buckner..... (586) 978-1935

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- **Oakland TSC** - Randy McKinney..... (248) 451-0001  
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- **Port Huron TSC** - Larry Young..... (810) 985-5011  
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- **Taylor TSC** - Kim Avery..... (313) 375-2400  
E-mail: averyk@michigan.gov

**NORTH REGION** - Brian Ness..... (989) 731-5090  
E-mail: nessb@michigan.gov ..... Toll Free (888) 304-6368

- **Alpena TSC** - Scott Thayer..... (989) 356-2231  
E-mail: thayers@michigan.gov ..... Toll Free (877) 404-6368
- **Cadillac TSC** - Richard Liptak..... (231) 775-3487  
E-mail: liptakr@michigan.gov ..... Toll Free (800) 943-6368
- **Grayling TSC** - Bonnie Bussard..... (989) 344-1802  
E-Mail: bussardb@michigan.gov..... Toll Free (888) 811-6368
- **Traverse City TSC** - Rise Rasch..... (231) 941-1986  
E-mail: raschr@michigan.gov..... Toll Free (888) 457-6368

**SOUTHWEST REGION** - Roberta Welke..... (269) 337-3900  
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- **Coloma TSC** - Paul South..... (269) 849-1165  
E-mail: southp@michigan.gov..... Toll Free (877) 321-6368
- **Kalamazoo TSC** - Mark Geib..... (269) 337-3917  
E-mail: geibm@michigan.gov..... Toll Free (877) 320-6368
- **Marshall TSC** - Brad Wieferich ..... (269) 789-0592  
E-mail: wieferichb@michigan.gov..... Toll Free (877) 324-6368

**SUPERIOR REGION** - Randy VanPortfliet..... (906) 786-1800  
E-mail: vanportflietr@michigan.gov..... Toll Free (888) 414-6368

- **Crystal Falls TSC** - Mike Premo..... (906) 875-6644  
E-mail: premom@michigan.gov..... Toll Free (866) 584-8100
- **Escanaba TSC** - Mark Maloney..... (906) 786-1800  
E-mail: maloneym@michigan.gov..... Toll Free (888) 414-6368
- **Ishpeming TSC** - Andy Sikkema..... (906) 485-4270  
E-mail: sikkemaa@michigan.gov..... Toll Free (888) 920-6368
- **Newberry TSC** - John Batchelder..... (906) 293-5168  
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**UNIVERSITY REGION** - Mark Chaput ..... (517) 780-7500  
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- **Brighton TSC** - Steven Bower..... (810) 227-4681  
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- **Jackson TSC** - Dee Parker..... (517) 780-7540  
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- **Lansing TSC** - Paul Steinman..... (517) 324-2260  
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**METROPOLITAN PLANNING ORGANIZATION (MPO) CONTACTS**  
(See MPO Boundaries map in APPENDIX B.)

***Southeast Michigan Council of Governments:***

Christopher Mann..... (313) 961-4266  
E-mail: mann@semcog.org

***Grand Valley Metro Council - Grand Rapids Area:***

Chris Dingman..... (616) 776-7669  
E-mail: dingmanc@gvmc.org

***Genesee County Metropolitan Planning Commission:***

Julie Hinterman..... (810) 257-3010  
E-mail: jhinterman@co.genesee

***Tri-County Regional Planning Commission - Clinton, Eaton, and Ingham Counties:***

Paul Hamilton..... (517) 393-0342  
E-mail: phamilton@mitcrpc.org

***Kalamazoo Area Transportation Study:***

Jonathon Start..... (269) 343-0766  
E-mail: katsmpo@aol.com

***Saginaw County Metropolitan Planning Commission:***

Jay Reithel..... (989) 797-6800  
E-mail: jreithel@saginawcounty.com  
1mcclean@saginawcounty.com

***West Michigan Shoreline Regional Development Commission - Muskegon Area:***

Brian Mulnix..... (231) 722-7878  
E-mail: bmulnix@wmsrdc.org

***Southwestern Michigan Commission:***

Larry Koepfle..... (269) 925-1137  
E-mail: swmicomm@swmicomm.org

***Region 2 Planning Commission - Jackson Area:***

Steve Duke..... (517) 788-4426  
E-mail: sduke@region2planning.com

***Battle Creek Area Transportation Study:***

Patricia Karr..... (616) 963-1158  
E-mail: bcats@voyager.net

***Bay County Transportation Planning Department/Bay City Area Transportation Study:***

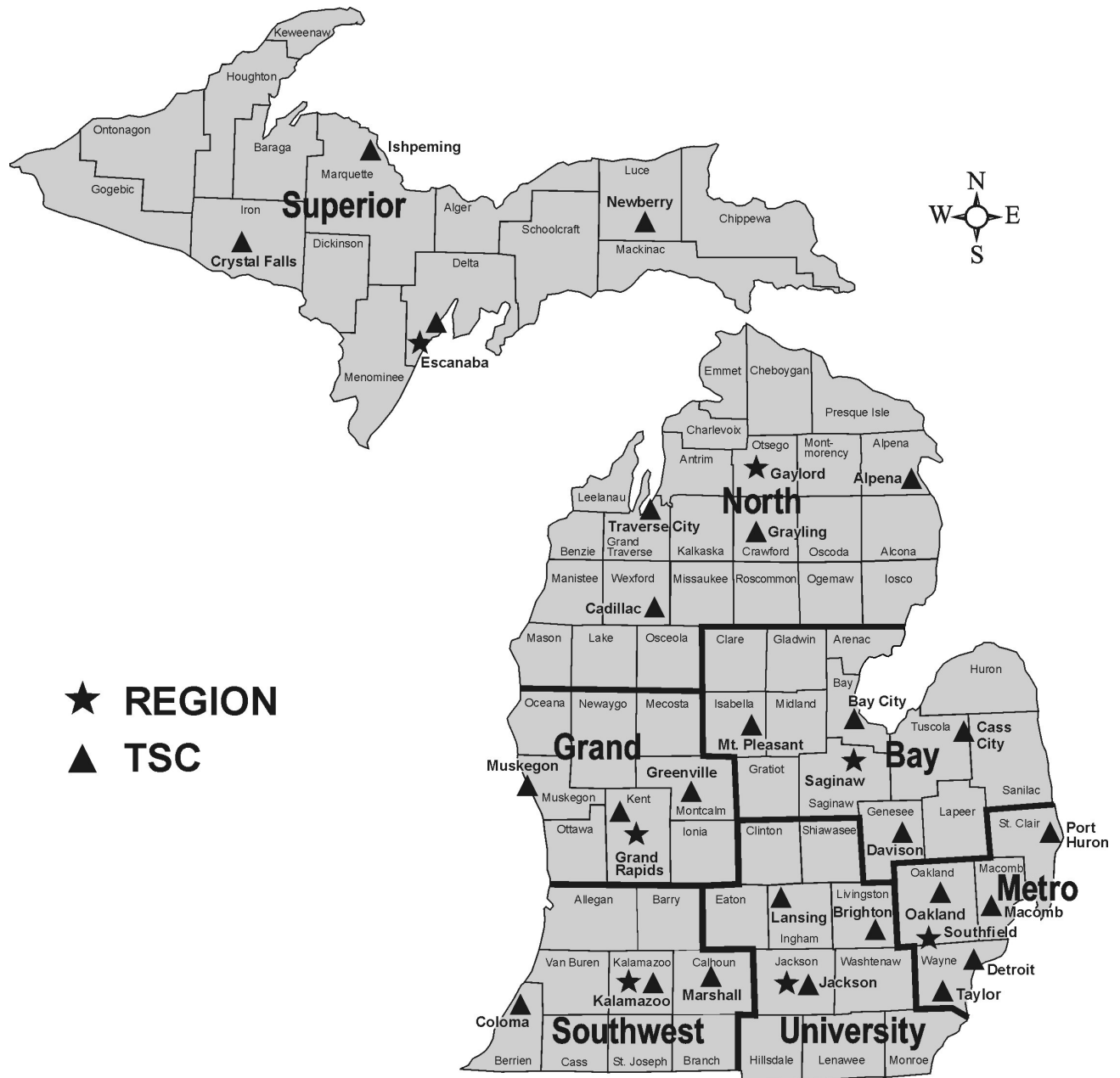
Gary Stanley..... (517) 895-4110  
E-mail: stanleyg@baycounty.net

***Macatawa Area Coordinating Council:***

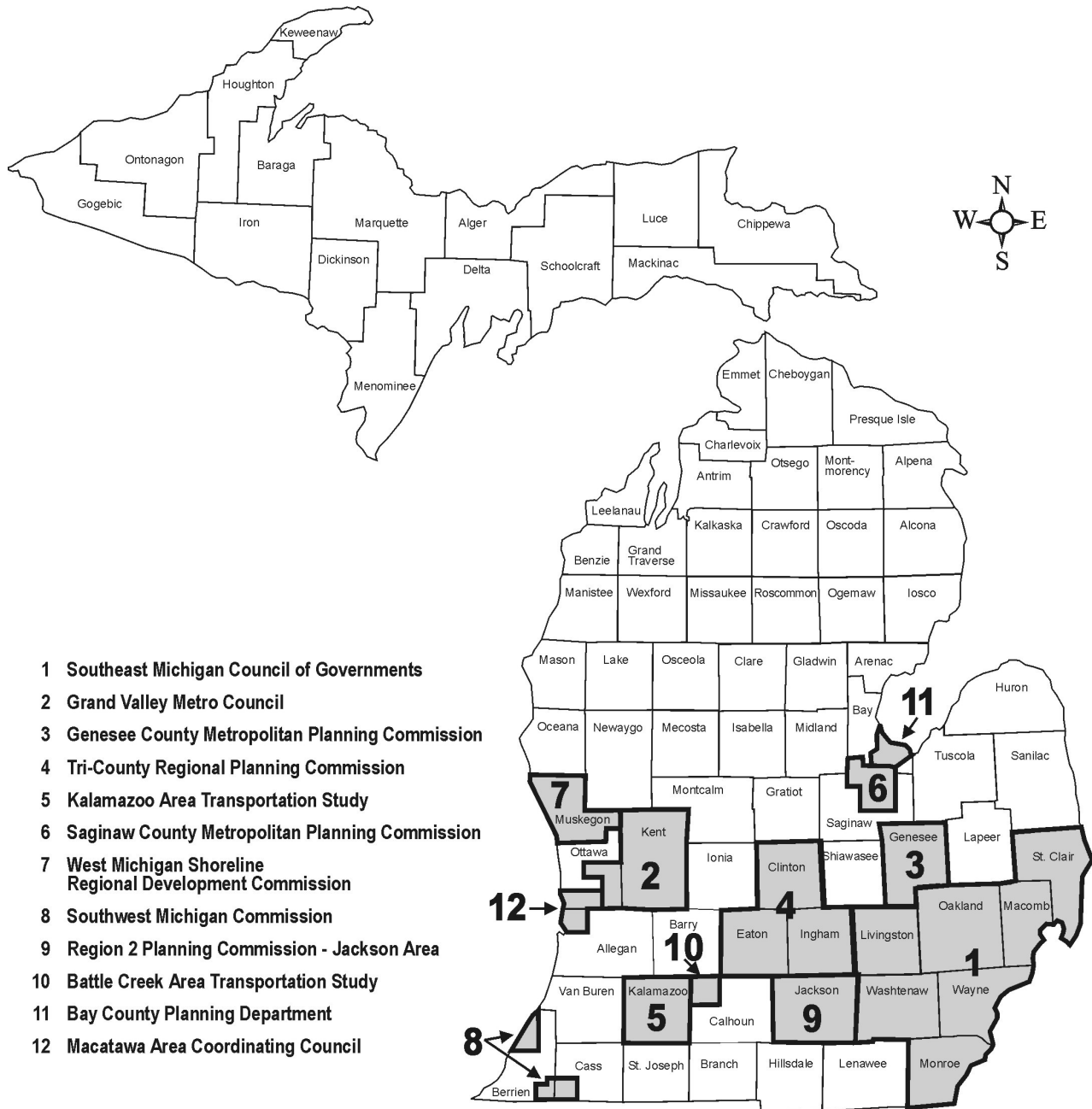
Sue Higgins..... (616) 395-2688  
E-mail: sus@freenet.macatawa.org

## 8 APPENDIX B: MAPS

### Michigan Department of Transportation Region and Transportation Service Center Boundaries



## Metropolitan Planning Organization Boundaries



## 9 Glossary and Index

**AASHTO** – American Association of State Highway and Transportation Officials.

**Bid Letting Process** – Process for advertising, getting bids and awarding contracts to get projects constructed.

**MDOT Bid Letting Process** – Centralized project advertising and contracting system. MDOT advertises, reviews bids and contracts for project implementation. MDOT pays the contractor and invoices local units of government for their share of the project on a prorated basis.

**Local Bid Letting Process** – Local unit of government advertises, reviews bids, submits bid tabulation to MDOT, and contracts for project implementation. Local unit of government pays the contractor and submits payment request(s) to MDOT for the federal share of the project on a prorated basis.

**Bid Proposal Package** – Standards and specifications defined in order to assist contractors in responding with accurate bids which comply with applicable state and federal regulations.

**DOT** – Department of Transportation.

**GI** – Grade inspection.

**FHWA** – Federal Highway Administration.

**Force Account Work** – Direct performance of transportation facility work by employees of the agency receiving the Transportation Enhancement grant through use of labor, equipment, materials, and supplies furnished by them and under their direct control. Requires prior written authorization from MDOT, and is subject to limitations.

**LAP** – Local Agency Programs. An office of the Michigan Department of Transportation responsible for orchestrating projects with local entities.

**Match** – The contribution from the applicant.

**Minimum Match** – 20% match is required in order to receive these federal funds. For example, a participating project budget of \$100,000 would require a minimum of \$20,000 in match and provide a maximum of \$80,000 in federal funds.

**Over Match** – Any amount of match over the required 20%. For example, a participating project budget of \$100,000 with match of \$50,000 in match and \$50,000 in federal funds would include \$30,000 of overmatch.

**MDEQ** – Michigan Department of Environmental Quality.

**MDNR** – Michigan Department of Natural Resources.

**MDOT** – Michigan Department of Transportation.

**MPO** – Metropolitan Planning Organization. A group of entities that coordinate a comprehensive, multi-modal transportation planning process across the state of Michigan.

**Payment** – The amount and manner by which the project is financially accounted for.



**Final Payment** – The final payment on a project. May be the only payment for a project.

**Progress Payment** – Partial payments made during project implementation. Not required.

**Reimbursement** – The federal funds are distributed to the local agency implementing an Enhancement project after the bills have been paid, on a prorated basis. For instance, if a \$100,000 project is funded with 80% federal funds and 20% local match, and a single reimbursement payment is made, the reimbursement payment will be for \$80,000 provided that the project included at least \$100,000 of participating project costs when completed.

**Post-approval** – A measurement of status. Indicates the condition of an application after it has been given permission to move forward into construction. Contains its own set of status milestones (Schedule Received, Project Let, Project Completed, et cetera).

**Pre-approval** – A measurement of status. Indicates the condition of an application before it has been given permission to move forward into construction. Contains its own set of status milestones.

**Project Costs** – The costs to be considered in awarding a project.

**Eligible Project Costs** – Projects costs determined to be eligible for expenditure of federal Enhancement funds in that they are necessary to accomplish an authorized project activity.

**Ineligible Project Costs** – Project costs determined not to be eligible for expenditure of federal Enhancement funds in that they are not necessary to accomplish an authorized project activity. May also be mitigation for another federal aid project, as NEPA required mitigation work is not eligible for receiving federal Enhancement funds.

**Participating Project Costs** – Costs for eligible work items included in the funded project. Participating budget may not include all eligible costs, as projects are funded subject to negotiation on total cost and MDOT participation.

**Non-Participating Project Costs** – Costs for work items not included in the funded project. This may include both eligible and ineligible items.

**PS & E Package** – Plans, Special Provisions & Estimate. A package of literature provided for a project's grade inspection that includes a request for plans, special provisions and a detailed cost estimate.

**RPO** – Region Planning Organization. A group of entities that coordinate a comprehensive, multi-modal transportation planning process across the state of Michigan. Larger than MPO's.

**SHPO** – State Historic Preservation Office.

**STP** – Surface Transportation Program.

**STIP** – Statewide Transportation Improvement Program. Federally mandated, financially constrained, three-year list of planned federal aid and regionally significant projects.

**TE** – For the purposes of this initiative, Transportation Enhancement. May also be referred to as Transportation Enhancement Activities (TEA).

**TEDE** – Office of Transportation Economic Development and Enhancement.

**TIP** – Transportation Improvement Programs.